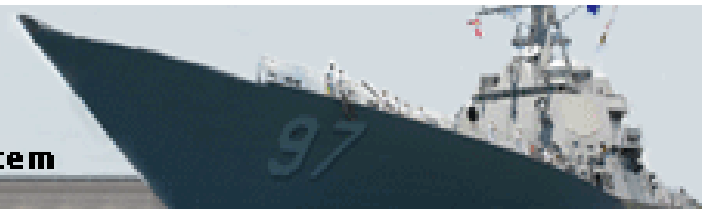


CIMS HOW TO:

Create/Fill out a CIMS SAAR



Navy Standard Integrated Personnel System



Create/Fill out a CIMS SAAR



You must use YOUR CAC to submit a SAAR



Navy Standard Integrated Personnel System

System Status: **Online**

Friday, October 12

DoD CAC Authentication

Logon

System Access Authorization Request (SAAR)

- » [New Users \(NSIPS, ESR, CIMS, Web Ad Hoc\)](#)
- » [ESR Self Service \(New Users\)](#)
- » [ERM SAAR Validation \(Supervisor\)](#)

User Information

- » [ESR Self-Service Login Instructions](#)
- » [Civilian Employer Information \(CEI\) Login Instructions](#)
- » [Create ESR View Only Account Instructions](#)

Documentation & Training

- » [ESR Self-Service Desk Guide](#)
- » [ESR Frequently Asked Questions \(FAQ\)](#)
- » [E-Leave Job Performance Aids \(JPA\)](#)

Menu

NEW NSIPS NEWS

URGENT: If you picked up a CIMS User Guide CD dated September 2012 from the NCA Symposium, 24-27 Sep 12, please contact the NSIPS Help Desk immediately at 1-877-589-5991. If you downloaded the CIMS User Manual from the

NSIPS News

NEW NRMS NEWS

URGENT: If you picked up a CIMS User Guide CD dated September 2012 from the NCA Symposium, 24-27 Sep 12, please contact the NSIPS Help Desk immediately at 1-877-589-5991. If you downloaded the CIMS User Manual from the

NRMS News

WEB ADHOC NEWS

UCFR: The Unit Commander's Finance Report is available in web ad hoc. The UCFR provides leave and pay information for members assigned to the unit. Designed for the Commanding Officer, the report contains account information necessary

WebAdhoc News

NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 312-647-5442, Fax: 504-697-3007/0342, DSN: 312-647-3007/0342, e-mail: Nsipshelpdesk@navy.mil

Help Desk

For additional documentation on NSIPS/ESR/CIMS, visit the NSIPS/ESR web page on [Navy Knowledge Online \(NKO\)](#)

Create/Fill out a CIMS SAAR



-You must have an ESR account before you can establish a CIMS account.

-After you type in your SSN the fields should auto populate.



SAAR Initiate

NON-ERM USERS ONLY

Please enter the SSN, Name and Home Command and Click the Submit button to initiate the SAAR Process.

Please fill the Required Fields

Empl ID: *

Name: * (Last,First Middle)

Command UIC: *

(* Required)

SUBMIT **Cancel** **RESET**

Create/Fill out a CIMS SAAR



-All request must have a Justification. Something as simple as I am the Command Career Counselor, Assistant Command Career Counselor, Dept Career Counselor, etc., is proper justification for your access. This is the number one reason SAAR's get denied.

Public Law 99-474, the Counterintelligence and Security Act of 1986, requires that the information will be used to determine your level of Government security clearance.

impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems or records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552A(b) of the Privacy Act.

User Profile

Operator Details

User ID: [REDACTED]

General Attributes

Empl ID: [REDACTED] Name: [REDACTED]

Department: [REDACTED] MIL COMMUNITY MGMT MILL TN

Rank/Rate: [REDACTED] Account Type: Military

Email Address: [REDACTED]
(joe.smith@navy.mil)

JUSTIFICATION

Telephone: [REDACTED]

Security Type & User Roles

Corporate User

☐ Corporate User?

This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office

☐ ANO User?

CIMS User

☒ CIMS User?

Career Information Management System

POEMS User

☐ POEMS User

PCS Obligation & Expenditure Management System

e-Leave

☐ e-Leave Command Administrator

eLeave is a Sub-System in the Enterprise Database.

Create/Fill out a CIMS SAAR

Security Type

☐ Pay & Personnel Offices

☒ Command/Fleet Users

Navy Retention Monitoring System

☐ CNO Access

☒ CCC Access

☐ Fleet Access

☐ OCNO Access

Navy Retention Monitoring System access groups:
OCNO - Allows access to officer analytics.
CNO, CCC, and Fleet - Allow access to enlisted analytics.

Admin Level Roles

☐ Admin Level - Create

☐ Admin Level - Approve

☐ Admin Level - Inquiry

☐ ANO - Create

☐ ANO - Approve

☐ ANO - Field User

☒ Command Career Counselor

☐ Dept/Div Career Counselor

☐ Sponsor Coordinator

Special Categories

☐ NAMISSO/FAM

☐ Authorized to Release Pay Related Transactions?

☐ Reports Administrator?

☒ Access to PRA Sensitive Records?

ERM Application(s) Access List

[Select All](#) [De-Select All](#)

[Find](#) | [View All](#) | [First](#) [1 of 1](#) [Last](#)

Select	ERM Application
<input type="checkbox"/>	

Web AdHoc Access

☐ Access to Web AdHoc?

Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

☒ CIMS UIC Access

Workflow Setup

Click here to Set-Up Next Roleusers in Route

-Only CCC (CIMS) access will gain NRMS access unless otherwise justified.

-Choose which CIMS access level access you need.

Click Here

Create/Fill out a CIMS SAAR



-Enter all your UIC's that you are responsible for

Empl ID: [REDACTED]

UIC Access	Personalize Find View All	First 1-2 of 2 Last
Activity Long Title	Department ID	
MIL COMMUNITY MGMT MILL TN	55882	<input type="button" value="+"/> <input type="button" value="-"/>
		<input type="button" value="+"/> <input type="button" value="-"/>

-To add additional UIC's hit the "+" key

OK

Cancel



Create/Fill out a CIMS SAAR



[Select All](#) [De-Select All](#)

[Find](#) | [View All](#) | [First](#) **1 of 1** [Last](#)

[Select](#) [ERM Application](#)

☐

Web AdHoc Access

☐ Access to Web AdHoc? Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

[CIMS UIC Access](#)

Workflow Setup

[Click here to Set-Up Next Roleusers](#)

Supervisor Details - SAAR Form

Name:
(Last,First Middle)

Email Id: *
(joe.smith@cnrf.navy.nola.mil)

Contact Phone: *

No space
between comma
and first name

-Supervisor Details must be entered the same for retrieval. When the supervisor goes in for approval it must be the same spelling and format, so check for accurate information.

- All email addresses must be a .mil account or it will be rejected.



Create/Fill out a CIMS SAAR



- An email will be sent to you and to your Supervisor. Once your Supervisor approves it, a notification will be sent to you via email. After being finalized from the CIMS Super FAM Primary, a 3rd notification will be sent with the status of access granted or denied.
- Questions please call NCC(SW/AW) Chris Kinstle- 901-874-2533 or email christopher.kinstle@navy.mil